

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT****OUR MISSION**

Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.

**DIVISION OF HOUSING POLICY DEVELOPMENT (HPD)
HOUSING AND COMMUNITY DEVELOPMENT REPRESENTATIVE II****2 FULL-TIME PERMANENT POSITIONS**

Salary: \$4,110 - \$4,997 Per Month

Final Filing Date: Until Filled**DUTIES:**

HPD's role is to identify the State's housing needs and administer laws and recommend policies and strategies for jurisdictions to meet local needs. Also, HPD prepares and implements the California Statewide Housing Plan, the State's guiding housing policy document; prepares and submits to HUD a Consolidated Plan to receive millions of federal dollars for housing and community development; administers State housing element law and approves local government strategies to reduce barriers that impede housing development; and administers grant programs. Duties include but are not limited to the following:

Provide technical assistance to localities in developing housing elements of their general plans; review, comment, and approve housing elements; and assist localities in implementing housing programs.

Implement and administer the Workforce Housing Incentive Grant program authorized by passage of the November 2002 Housing Bond (Proposition 46) that will provide incentives to local jurisdictions to encourage and approve additional housing development.

Research and report on housing, community development, planning, building codes, and local, State, and federal laws and programs. Assist local government representatives, housing providers, and others concerning a range of governmental housing, planning, and financing programs and requirements. Perform other administrative and support activities related to the Division's continued development of technical assistance and housing information.

**DESIRABLE
QUALIFICATIONS:**

Strong verbal, writing, and editing skills; knowledge of planning, housing and community development, and related subjects; and ability to provide technical assistance to localities, developers, and others regarding housing; research and analyze data, draw conclusions and make recommendations, and report results. The HCDR II must be able to do a moderate amount of travel and use computer software (programs for writing, spreadsheet, and presentations, etc.)

LOCATION:

Department of Housing and Community Development - HPD
1800 Third Street (Room 430), Sacramento, California 95814

WHO MAY APPLY:

Persons currently at the HCDR II level or who have eligibility for appointment or transfer to this classification. Appointment is subject to SROA and State surplus policies. Position may be downgraded to a Housing and Community Development Representative I for recruitment purposes. NOTE: Additional hires may be considered from this bulletin, if other bond or general fund positions become available.

**SUBMIT RESUME &
APPLICATION TO:**

Cathy E. Creswell, Deputy Director, HPD
P. O. Box 952053, MS 430
Sacramento, California 94252-2053
(916) 323-3176

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JOB OPPORTUNITY

